



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASS TITLE: PERSONNEL PROGRAM ANALYST
SALARY: \$4113 - \$4997
POSITION: 21st Century Project – State Controller's Office
TENURE/TIME BASE: One Year – Limited Term, FULL TIME (Position may receive funding for additional year)
FINAL FILING DATE: Until Filled
PENDING 2005/06 BUDGET APPROVAL

(Positions are excluded from Collective Bargaining and receive excluded benefits.)

FREE PARKING AT THE PROPOSED WEST SACRAMENTO SITE – DECEMBER 05

DUTIES:

This position is DPA's working staff representative on the State Controller's Office 21st Century Project, a joint effort between the State Controller's Office and DPA to automate payroll, leave accounting, timekeeping, benefits, employment, position management, and reporting. Through the project DPA will have access to statewide human resources data for use in labor negotiations, benefit management, classification review, etc. Duties of the position are highlight below:

- Focus Groups – Work with facilitators to obtain input from departments, unions, DPA and other control agencies.
- Business Change Management – Establish communication to obtain input from and to give feedback to departments and control agencies relative to proposed HR business practices changes as needed to implement the policy changes. Work with SCO, DPA, and the software consultant and system integrator on organization change management activity.
- Classification/Labor Relations – Work with DPA, SCO, departments and unions to facilitate classification/labor activity associated with the 21st Century Project.
- Position Papers – Determine pros and cons of maintaining, eliminating or changing policies and practices. Develop position papers summarizing the issues, constraints, research results, focus group results and proposed changes.
- Legislative Proposals – Draft proposed legislative and rule proposal changes as needed to implement the policy changes.
- 21ST Century Project Business Team – Work with the Business Team on a variety software solution/ system integration activity.

DESIRABLE QUALIFICATIONS:

Strong analytical and communication skills, personnel management experience in either a control agency setting or in a line department, and familiarity with principles of classification and pay, salary setting, and requirements of the Dills Act are desirable qualifications.

WHO MAY APPLY:

Applicants who have status as a Personnel Program Analyst, Associate Personnel Analyst and/or Associate Government Program Analyst or on a promotional eligibility list for Personnel Program Analyst; or have transfer eligibility for Associate Personnel Analyst or Personnel Program Analyst. After an initial screening of applications, only the most qualified persons will be selected for interview.

SUBMIT APPLICATIONS/RESUMES TO:

Camille Goodwin-boyd, 21st Century Project Manager Telephone (916) 324-6746
Department of Personnel Administration, 1515 S Street, North Building, Suite 400, Sacramento, CA 95814.

E-mail address: cgoodwin-boyd@sco.ca.gov or camillegoodwin-boyd@dpa.ca.gov

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.